



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

12/9/13

Felicia Morris
1006 Orrian Dr. SE
Cedar Rapids, Iowa 52402

Dear Felicia,

I appreciate your working with me to complete the spot check. Here is the website to check out pac'n'plays that have been recalled to ensure you do not have one that is unsafe-<http://www.cpsc.gov/>

Here is the department's site for training information. This site has approved trainings listed.http://www.dhs.iowa.gov/Consumers/Child_Care/Professional_Development.html

When you read this letter it may seem a bit overwhelming. I would suggest you sit down, take a deep breath and remember you have 30 days to get these items into compliance.

This letter is in regards to the compliance check of your Category A Registered Child Development Home completed on 12-6-13. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

Reason determined out of compliance: During the spot check on December 6, 2013 I observed a number of items out of compliance. Items that are a safety hazard and need to be corrected right away include getting a cover on the Jacuzzi and locking the door to that room during child care hours, getting a fire extinguisher, putting up a smoke detector in the living room and play room, putting a lock on the cabinet in the kitchen used to store cleaning supplies, covering all the electrical outlets that are exposed and accessible by a child, taking a class in first-aid/CPR as soon as possible, and making sure your son Abu is approved by DHS to be used as an assistant.

How to correct: Correct and bring into compliance all the items determined to be out of compliance by our follow up visit scheduled for January 20, 2014 at 1:00 p.m.

☐ 110.5(1)a Numbers for police, fire, ambulance, poison information posted by phone.

☐ 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

Reason determined out of compliance: You have these numbers but they were not posted by your phone.

How to correct: Since your cell phone is your primary phone you can load all these numbers in your contact list or use the sheet and post it by your phone. Best practice would be to do both.

☐ 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.

Reason determined out of compliance: I observed cleaning supplies in the cabinet below the

kitchen sink that did not have a safety lock on it. As a result the cleaning supplies are accessible to a child.

How to correct: Place a safety lock on the cabinet used to store the cleaning supplies in the kitchen or move them to an area that is not accessible to a child.

☐ 110.5(1)e All accessible electrical outlets are safely capped.

Reason determined out of compliance: I observed electrical outlets that were exposed due to not having a safety cap in the living room, play room, and next to the refrigerator.

How to correct: Put a safety cap in all electrical outlets right away.

☐ 110.5(1)g Safety barriers are at stairways and doors as needed.

Reason determined out of compliance: I observed a Jacuzzi in the play room which did not have a cover on it. The door to this room was open and there was no safety barrier to prevent a child from accessing the Jacuzzi.

How to correct: Per our safety plan you agreed to place a lock on the door to the room with the Jacuzzi by December 9, 2013. I received a call from you on that date the lock was in place and the door was locked so children could not get into that room. This door needs to remain locked during child care hours of operation.

☐ 110.5(1)h A safe outdoor play area is maintained in good condition throughout the year.

☐ 110.5(1)h Is kept free from litter, rubbish and flammable materials.

Reason determined out of compliance: I observed a number of items (tools, implements) that are a safety hazard for a child leaning against the shed in the outdoor play area.

How to correct: Remove any hazardous items before using the outdoor play area.

☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.

☐ 110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

Reason determined out of compliance: I did not find an emergency and disaster plan posted at either of your exits.

How to correct: Use the form I left with you to develop your written emergency and disaster plan and draw an evacuation route for both a fire and a tornado.

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.

Reason determined out of compliance: You did not have documentation you practice your fire and tornado drills on a monthly basis.

How to correct: Use the form I left with you to record the dates you practice these drills with the children. Make sure this is done monthly.

☐ 110.5(1)m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.

Reason determined out of compliance: You did not have a 2A 10 BC rated fire extinguisher.

How to correct: Purchase a 2A 10 BC rated fire extinguisher and place it in a visible and readily accessible place.

☐ 110.5(1)n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.

Reason determined out of compliance: I observed you did not have a smoke detector placed in the living room or the play room.

How to correct: Place a smoke detector in the living room and the play room right away.

☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.

Reason determined out of compliance: You did not have documentation you test the batteries of your smoke detectors on a monthly basis.

How to correct: Use the form I left with you to record the dates you test the batteries in your smoke detector. Make sure this is done monthly.

☐ 110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and www.iowasmokefreeair.gov.

Reason determined out of compliance: I checked your exits and did not find a No Smoking sign at any of them.

How to correct: Please post the No Smoking signs I gave you at the entrances to your home.

☐ 110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites.

Reason determined out of compliance: You did not have current vet records showing you pets are current on their rabies shots and are free of endo and ecto parasites.

How to correct: Use the form I left with you for this. Get one done for both the dogs and your cat if it is in the home and around children.

☐ 110.5(1)r If not fenced, both in and aboveground pools must have a cover that meets or exceeds ASTM standards when not in use.

Reason determined out of compliance: I observed an above ground Jacuzzi in the play room which does not have a cover. At this time you stated you are not using that room for child care due to not have a cover for the jacuzzi. This Jacuzzi is accessible to a child and needs to have a cover that meets ASTM standards on it. You have signed an agreement not to allow children access to this room until you have an approved cover that meets the ASTM standard for this.

How to correct: Keep the door to this room locked at all times per the safety plan we signed. Purchase a cover that meets the ASTM F1346-91. Standard Performance Specification for Safety Covers and Labeling Requirements for All Covers for Swimming Pools, Spas and Hot Tubs.

☐ 110.5(1)u The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies.

Reason determined out of compliance: After reading your policy for this I determined you need to add language that specifies that you will address having a child become sick while in your care.

How to correct: You need to give them a time frame for picking up their child and state the child will be separated from the other children in care until they are picked up. I have enclosed a sheet with suggestion on how to write this policy.

☐ 110.5(1)v The provider has written policies about responding to health-related emergencies.

Reason determined out of compliance: You did not have a policy for this available for review.
How to correct: I have enclosed a sheet with suggestions on how to write this policy. Write a health-related emergencies policy using this as a guideline.

☐ 110.5(1)x For homes built prior to 1960, provider must complete visual assessment for lead hazards and apply necessary interim controls prior to registration and each renewal

Reason determined out of compliance: You stated your home was built in 1958. I noted you had a record of some lead paint work done on your home by HACAP in 2011. It did not say anything about your home being free of lead-based paint. I observed chipping and peeling paint on the outside window sills which needs to be safely removed, cleaned up and re-painted.

How to correct: You will need to contact HACAP for assistance on this- There number is 393-7811.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed **statement of health and immunization status** on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

Reason determined out of compliance: After reviewing your provider file I noted you had current physicals for all family members. You did not have a copy of your immunizations records.

How to correct: I left you a form to have your doctor complete and sign with regard to your immunizations. If they have any questions about this you can refer them to me.

The immunizations that are required are measles, mumps, rubella, diphtheria, tetanus and polio.

☐ 110.5(2)b Certificates or training verification documentation for:

☐ 110.5(2)b Within the first three months of registration:

☐ 110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.)

Reason determined out of compliance: You did not have this information available for review.

How to correct: Find the copy of your certificate for Mandatory Reporter training. If it has expired or you are unable to locate it you will need to take this training.

WHAT: Mandatory Child Abuse Reporter Training for Child Care Providers

WHERE: On-Line, start at this link <http://dhs.training-source.org> You must register by entering your provider number.

☐ 110.5(2)b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

Reason determined out of compliance: Your certificate for this training has expired.

How to correct: Sign up for a class in Infant and Child first-aid and CPR as soon as possible. HACAP (393-7811), Red Cross and Kirkwood offer this course.

☐ 110.5(2)c An individual file is maintained for each staff assistant and contains:

☐ 110.5(2)c A completed DHS Criminal History Record Check, form B, 595-1396

☐ 110.5(2)c A completed Request for Child Abuse Information, form 470-0643

Reason determined out of compliance: You did not have a written statement from DHS that says your son has been approved to be an assistant from DHS.

How to correct: Do a new application and list him as an assistant on the form. Check the box for change at the top of the form.

☐ 110.5(2)c Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

Reason determined out of compliance: Your son is being used as an assistant and has not taken this required course in Mandatory Reporter of Child Abuse training.

How to correct: Have your son complete this training as soon as possible.

WHAT: Mandatory Child Abuse Reporter Training for Child Care Providers

WHERE: On-Line, start at this link <http://dhs.training-source.org> You must register by entering your provider number.

☐ 110.5(8) Children's Files

The children's files must be **updated annually with the emergency medical authorization completed yearly**. If the parent wants to review, edit and resign and date the intake and emergency medical authorization instead of completing a new form that is ok.

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

Reason determined out of compliance: I did not find this information in the files for two of the preschool children.

How to correct: The parents can complete the Child Intake form I left with you to provide this required information. Please have them sign and date the form once it has been filled out.

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

Reason determined out of compliance: I did not find this information in the files for three children.

How to correct: The parents can complete the Child Intake form I left with you to provide this required information. Please have them sign and date the form once it has been filled out.

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

Reason determined out of compliance: I did not find this information in the files for any of the children in your care.

How to correct: The parents can complete the Emergency Medical Authorization form I left with you to provide this required information. Please have them sign and date the form once it has been filled out.

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

Reason determined out of compliance: I did not find this information in any of the children's files.

How to correct: Whenever a child starts in your care make sure you get a physical dated within the past 12 months for their file and always retain this in their file. You should get a health history and make sure the parents give you information about any special conditions or allergies.

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

Reason determined out of compliance: I did not find this information in any of the children's files.

How to correct: When a school aged child begins in your care you will need to have the parents sign a statement their child is in good health and free of any communicable and infectious diseases. I have enclosed a form you can use for this.

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

Reason determined out of compliance: I did not find this information in the files for two preschool aged children.

How to correct: The parents can get a copy of a physical for their child from their doctor's office for you. The physical has to be date within the last 12 months. If they have not had a physical in the last 12 months they will need to get one.

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

Reason determined out of compliance: I did not find this information in any of the school aged children's files.

How to correct: Use the enclosed form for this. The parents can complete and sign this form for you on an annual basis.

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

Reason determined out of compliance: I did not find this information in any of the children's files.

How to correct: See if the parents of the children in your care can give you the name of one person they would authorize to pick up in the vent they are unable to do so. There is a section on the Child Intake sheet to put this information.

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

Reason determined out of compliance: I found this information in only one child's file.

How to correct: The parents can get a copy of their child's Iowa Dept. Public Health immunization Certificate. Please make sure the copy is signed and dated by their doctor.

☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

Reason determined out of compliance: I did not find this information in the files for any of the School-aged children.

How to correct: The parents of these children can get a copy of a physical form their doctor. The physical has to have been done since they started Kindergarten.

☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

Reason determined out of compliance: The form you used for this does not have the required information on it to meet this requirement.

How to correct: I left you a Field Trip form to use to meet this requirement. Any activities you take the children away from your home requires this form be completed and signed and dated by the parents prior to going on the activity.

☐ 110.5(9) The provider meets the following requirements:

☐ 110.5(9)c Is capable of handling emergencies.

Reason determined out of compliance: You are not currently certified in Infant and Child first-aid and CPR.

How to correct: Sign up for and complete a course in Infant and Child first aid and CPR as soon as possible. You can contact HACAP at 393-7811 to see when they have courses scheduled. You can also contact the Red Cross and Kirkwood about classes available.

I contacted the Centralized unit about your son being an approved assistant. They stated he is approved to be in the home but has not been approved to be an assistant. So you will need to complete a new application and mark it as a change. Add him in the section it has for assistants.

As we discussed it would be a good idea to have all the parents of children in your care complete a new Child Intake Sheet and Emergency Medical Authorization sheet.

I did receive your voice mail message on December 9, 2013 that the door to the room with the Jacuzzi now has a lock on it and that room is now inaccessible to a child. You are keeping it locked during child care hours. You also stated you have a lock on the kitchen cabinet used to store cleaning supplies and you have cleared the backyard play area of the items considered a potential safety hazard next to the shed.

I called HACAP to inquire about the lead paint form you showed me. They stated they did not say your home was free of lead-based paint, they did some renovation of areas with chipping/peeling paint in 2011. I observed chipping and peeling paint on the outside window frames which need to be safely renovated. You can call HACAP again for assistance with this at 393-7811. Kathy Meyer or Dee Hartley can assist you with this.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps**

are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations by my follow up appointment set for January 20, 2014 at 1:00 p.m.

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur on January 20, 2014 at 1:00 p.m.

Please do not hesitate to contact me at DHS at 319 892-6803 if you have any questions regarding this letter.

Sincerely,

Dale Garlinghouse
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. They have consultants who can assist you in coming into compliance. You can reach Child Care Resource and Referral at 866-324-3236

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).

